



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
ADMINISTRATIVE NOTICE**

No.26/10N

DATE: March 05, 2010

OPEN TO: All Interested Parties

FROM: Leticia Macapinlac, Acting Management Counselor

POSITION: Program Management Specialist, PEPFAR (President's Emergency Plan for AIDS Relief)

OPENING DATE: March 05, 2010

CLOSING DATE: March 26, 2010

WORK HOURS: Full time: 40 hours/week

SALARY *Ordinarily Resident : (BDS\$108,238.00) p.a. (starting salary)
(Position Grade: FSN-10/01)

*Not-Ordinarily Resident: (US\$52,601.00) p.a. (starting salary)
(Position Grade:FP-05/05 is confirmed by Washington)

NOTE: (ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION).

The U.S. Embassy in Bridgetown is seeking an individual for the position of Program Management Specialist, PEPFAR (President's Emergency Plan for AIDS Relief) in the Caribbean Regional Office. This is a full time, 40 hours a week position.

Position is open to eligible CARICOM nationals under the free movement of University Graduates who possess the relevant skills certificate from their home state.

Basic Function of Position:

As the activity manager for PEPFAR activities in the Caribbean Region, the PEPFAR Program Specialist is responsible for the coordination of program planning, design, implementation, and monitoring and evaluation for the regional PEPFAR activities. In this role, the Program Specialist provides program management guidance to the USG HIV/AIDS Team concerning PEPFAR requirements, including strategic planning and budgeting, developing implementing mechanisms, identifying appropriate implementing partners, and evaluating the technical and managerial performance of the partners.

DUTIES AND RESPONSIBILITIES:

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

A university degree in management, health services or the social sciences is required. At least one year of formal post- graduate coursework in health-related program management, such as public health, health planning, monitoring and evaluation, epidemiology, etc. is required.

Prior Work Experience:

At least five years of increasingly responsible experience in designing, implementing and/or managing HIV/AIDS or health- related development programs in the Caribbean Region is required.

Language Proficiency:

Fluent English writing and speaking ability is required.

Job Knowledge:

Knowledge and understanding of HIV/AIDS in the Caribbean Region is required. Knowledge and understanding of the Emergency Plan guidance and directives and development principles and approaches (strategic planning, budget formulation, monitoring, evaluation, and policy dialogue) is required.

Skills and Abilities: (Required)

- (1) Ability to develop and maintain effective high-level and management-level contacts within senior officers and professionals in governmental, non-governmental and private-sector organizations;
- (2) Strong interpersonal and team-building skills, including the ability to work effectively within team and interagency environments;
- (3) Ability to interpret regulatory directives and related guidance;
- (4) Excellent computer skills, including Word, Excel, PowerPoint and database software;
- (5) Management skills, including financial management and administrative skills used to track the performance of implementing partners and activities;
- (6) Ability to present information and recommendations in clear written and oral formats;
- (7) Strong networking, facilitation and strategic thinking skills;
- (8) Situational assessment and interpretation skills;
- (9) Demonstrated ability to plan and carry out complex tasks.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: No relocation costs will be paid by the Embassy for overseas applicants.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Employment as a locally employed staff (HR-001) OR if a US Citizen a U.S. Federal Employment (OF-612).
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Wilkey Business Park
St. Michael BB14006
Telephone: (227-4342)
Fax: (227-4048)

*The mailbox address is: BridgetownHumanResources@state.gov to which one may electronically send one's application.

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: March 26, 2010

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.